



Tony Evers, Governor
Dawn Crim, Secretary

December 23, 2020

Todd Meeks, Superintendent
City of West Bend
1115 South Main Street
West Bend, WI 53095
meekst@ci.west-bend.wi.us

VIA EMAIL

Re: City of West Bend Jurisdiction Request for Commercial Building Plan Review and Inspections

Dear Todd Meeks,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Admin. Code § SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do the following commercial building plan review.

- Alterations without any area restrictions. Extensive alterations involving structural and mechanical engineering involvement beyond the ability of the City's staff shall be referred to the Department.
- Additions of not more than 2,500 square feet in floor area, one floor level, roof spans up to 18 feet, and wall heights not exceeding 12 feet.
- Simple structural review (single story only, roof spans not exceeding 18 feet, and wall heights not exceeding 12 feet).

Building plans for such buildings may be submitted by the owner to your municipality or our agency. This delegation does not include fire sprinkler or fire alarm delegation, which you may request as a separate delegation.

Per Wis. Stat. § 101.12(3)(g), I also delegate your municipality the primary responsibility to do inspections of all size buildings in lieu of the Department.

An exception to this delegation is that our agency retains jurisdiction for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d) through (h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

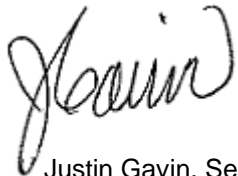
I understand that the primary enforcement contact for your municipality is you, Todd Meeks, and that you have the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, David Pedersen, at (608) 669-0372, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Gavin". The signature is fluid and cursive, with the first name "Justin" being more prominent than the last name "Gavin".

Justin Gavin, Section Chief, Commercial Building

cc: Garry Krause, Bureau Director, Technical Services Bureau
David Pedersen, Commercial Building Inspector, Technical Services Bureau